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ABSTRACT

A vocational teacher training project was designed to provide a short-term period of training at the University of Hawaii at Manoa to upgrade the computer and secretarial skills of three potential vocational education teachers from the Republic of Palau. The training consisted of scheduled computer courses at Kapiolani Community College, individualized computer training at the University of Hawaii at Manoa, and other activities designed to provide secretarial training in office procedures, English skills, and writing skills. All three participants earned completion certificates for five computer courses taken at Kapiolani Community College, made contacts with individuals in their fields of work at the University and at other institutions, and took part in other activities designed to allow them to benefit from their time in Hawaii. The three participants completed the courses and became more proficient in practical applications of the software, concentrating on the word processing capabilities of the program. The amount of proficiency achieved depended on the amount of hands-on practice time each participant spent with the computers. Recommendations were made to strengthen the program by better planning and determining relevance of courses. (KC)

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REPUBLIC OF PALAU
VOCATIONAL TEACHER TRAINING PROJECT
SUMMER 1989

May 24, 1989 - January 31, 1990

The project presented herein was performed pursuant to an agreement made by and between the Government of the Republic of Palau and the College of Education of the University of Hawaii at Manoa.

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August 1989

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PREFACE

The project described in this report was made possible through a contractual agreement between the Government of the Republic of Palau and the University of Hawaii at Manoa.

The contractual agreement provided for short term training at the University of Hawaii for three potential vocational education teachers from the Government of the Republic of Palau during the 1989 Summer Session.

This report will briefly describe the project, concentrating on those aspects for which the University of Hawaii at Manoa, College of Education representatives were responsible under the contractual agreement.

The Project Director and Coordinator from the University of Hawaii gratefully acknowledge the assistance and cooperation of the many individuals who provided invaluable services and without whom this project could not have been successfully accomplished. Special thanks are due to:

Jon Nakasone, Lab Manager, Kapiolani Community College
Anita Li, Project Coordinator, S.U.C.C.E.S.S.
Maureen Tito, Trainer, S.U.C.C.E.S.S.
Toneko Hirai, Assistant Project Coordinator
Horatio Chan, Computer Tutor
and the entire staff at the Western Curriculum Coordination Center

REPUBLIC OF PALAU
VOCATIONAL TEACHER TRAINING PROJECT
SUMMER 1989

I. INTRODUCTION

An agreement was made by and between the Government of the Republic of Palau and the University of Hawaii at Manoa, College of Education in order to provide training in computer and secretarial skills for three potential vocational education instructors. (See Attachment A for the Project Abstract.)

The University of Hawaii does not offer vocational training except through affiliated community colleges. However, it does offer training for instructors of vocational education through the College of Education. This latter route was chosen in fulfilling the project objectives in order to broaden the training received through related work and activities at the University.

It was decided that this training would take place during the summer at the University of Hawaii at Manoa campus. This would allow the participants to take scheduled computer classes at Kapiolani Community College and to have computer work time at the University of Hawaii insuring the availability of computer facilities. The participants would also have the opportunity to take regularly scheduled University of Hawaii summer session courses, visit and meet with persons in their areas of interest

on campus and at other institutions, participate in relevant workshops, examine the national collection of vocational education curriculum materials in the Western Curriculum Coordination Center, and enjoy a broader training experience.

II. OBJECTIVES

The overall goal of the Vocational Teacher Training Project was to upgrade the computer and secretarial skills of three potential vocational education teachers from the Republic of Palau.

Specific objectives of the University of Hawaii were:

1. To enroll the participants in formal computer classes at Kapiolani Community College.
2. To provide daily individualized computer training in order to reinforce and supplement material covered in the classes.
3. To provide secretarial training that would include training in office procedures, English skills, and writing skills.
4. To offer additional educational experiences, activities, and field trips beyond the recommended course work to allow them to benefit fully from their time in Hawaii.
5. To submit a final report on the project to the Government of the Republic of Palau.

III. STRATEGY

Selection of Participants

The three candidates were chosen by the Government of the Republic of Palau to participate in the project. They were all

employees in the executive branch of the Government and had considerable work experience in their fields. (See Attachment B for a list of participants.)

Preliminary Arrangements

Travel and housing arrangements for the participants were made by the Government of the Republic of Palau. Mail boxes in the project office were assigned to each participant for on-going communication.

Orientation

On the first day of the Project, Tuesday, June 13, 1989, the participants were welcomed by the Project Director, Dr. Lawrence Zane. The project staff provided orientations to the project office, the Western Curriculum Coordination Center, and the Pacific Basin-Bilingual Education Personnel Development Project, and a brief tour of the University of Hawaii at Manoa campus.

The participants had frequent formal and informal meetings with the Project Director and also met with the project coordinators on a daily basis.

Computer Courses

All the participants were enrolled in five computer courses at Kapiolani Community College. (See Attachment C for a list of the courses.) The curriculum of these courses was designed to give the participants a solid background of the IBM Personal

Computer. Additional computer time was arranged for at the University of Hawaii in order to reinforce and supplement the class work. This time was used to work on practical applications, concentrating on word processing capabilities. The practice time was provided, on a daily basis, in the College of Education Computer Lab and the Computerized Learning Informational Center at Sinclair Library. The assistance of lab monitors was available, and from July 6, 1989 until the end of the project, a computer tutor provided the participants with additional individualized instruction and assistance. The participants were also able to experiment with the Macintosh computer system in working with the lab monitors and the tutor.

Secretarial Skills Training

In order to achieve the project objective of providing secretarial training, many of the activities throughout the training period were scheduled with this objective in mind. These included interviews with secretaries, interviews with administrators, tours of executive offices, work sessions on using the Facsimile machine, work sessions with an English and writing skills trainer, letter writing assignments, a workshop on resume writing, study sessions on vocational materials related to their field of work, and visits to office supply and computer supply stores. (See Attachment D for a list of participant activities.)

IV. RESULTS

The three participants completed all the computer courses that they were enrolled in at Kapiolani Community College and they earned Completion Certificates for each course. With the additional computer access time provided at the University of Hawaii at Manoa, they were able to become more proficient in the softwares' practical applications, concentrating on the word processing capabilities of the programs. However, the amount of proficiency each participant obtained was dependent on the amount of hands-on practice time each participant spent with the computers.

Each participant compiled a personal reference manual of their experiences during the training period for future use. (See Attachment E for a list of the items contained in the manuals.) They also were supplied with the computer programs used during the training period for use after their departure from Hawaii.

One of the participants registered at the University of Hawaii at Manoa and enrolled in a summer session course during the latter half of the training period.

Evaluations that were completed by participants rated the entire program as having achieved its objectives and as being very useful for their work. The computer classes at Kapiolani Community College were also indicated as strengths of the overall training period. Indicated weaknesses and suggestions for future projects included:

-loss of time in between formal computer classes

-plan ahead to prevent rush so that money can be utilized to its maximum

-perform detailed review of participants to check relevancy of particular project to status of participant, whether it is challenging or not

-include Desktop Publishing and Data Communication in a future project

V. SUMMARY

The Vocational Teacher Training Project was designed to provide a short term period of training at the University of Hawaii at Manoa to upgrade the computer and secretarial skills of three selected employees of the government of the Republic of Palau.

The training consisted of scheduled computer courses at Kapiolani Community College, individualized computer training at the University of Hawaii at Manoa, and other training activities designed to provide secretarial training in office procedures, English skills, and writing skills.

Three potential vocational education teachers participated in the training project. All earned Completion Certificates for five computer courses taken at Kapiolani Community College, made contacts with individuals in their fields of work at the University and at other institutions, and took part in other activities designed to allow them to benefit fully from their time in Hawaii.

The University of Hawaii has been privileged to be a part of

this training endeavor initiated by the representatives of the Government of the Republic of Palau for the improvement of vocational education.

ATTACHMENT A

ATTACHMENT A

Title of Project

REPUBLIC OF PALAU
VOCATIONAL TEACHER TRAINING PROJECT
SUMMER SESSION 1989

1.	SPONSOR:	Government of the Republic of Palau
2.	DIRECTOR:	Dr. Lawrence F.H. Zane, Professor Department of Curriculum and Instruction University of Hawaii at Manoa
3.	COOPERATING AGENCIES:	University of Hawaii at Manoa, College of Education
4.	COST:	$8,749.00
5.	OBJECTIVES:	To provide the professional services and technical assistance for three vocational education instructors from the Republic of Palau in a six-week summer session program in the University of Hawaii System.
6.	ACTIVITIES:	a. Facilitate each participant's compliance with admission and registration procedures of the University of Hawaii at Manoa. b. Provide computer courses. c. Offer additional educational experiences and activities beyond the recommended training including individualized computer training. d. Provide technical assistance to Republic of Palau.
7.	STARTING DATE:	May 24, 1989
8.	ENDING DATE:	January 31, 1990
9.	FOR MORE INFORMATION:	Contact: Barbara Luckner-Loveless Department of Curriculum and Instruction University of Hawaii at Manoa 1776 University Avenue, Wist Hall 216 Honolulu, Hawaii 96844-0001 Telephone: (808) 948-7834

ATTACHMENT B

REPUBLIC OF PALAU
VOCATIONAL TEACHER TRAINING PROJECT
SUMMER 1989

LIST OF PARTICIPANTS

1. Joycelyn "Joyce" Isechal
   Administrative Assistant to the President
   Office of the President
   Koror, Republic of Palau 96940

2. Arzenia R. Borja
   Administrative Assistant/Secretary
   Bureau of Foreign Affairs
   Ministry of State
   Koror, Republic of Palau 96940

3. Paulina S. Borja
   Secretary
   Ministry of National Resources
   Koror, Republic of Palau 96940

ATTACHMENT C

REPUBLIC OF PALAU
VOCATIONAL TEACHER TRAINING PROJECT
SUMMER 1989

LIST OF COMPUTER COURSES TAKEN AT
KAPIOLANI COMMUNITY COLLEGE

1.	A First Course in Computers: IBM PC	June 19, 20	6 hrs.
2.	Intro to the IBM PC Disk Operating System (DOS)	June 21	3 hrs.
3.	LOTUS: Spreadsheet	July 5, 6, 7	9 hrs.
4.	Beginning Word Perfect 5.0	July 10, 11, 12	9 hrs.
5.	Intro to dBase III Plus	July 18, 19, 20	9 hrs.

ATTACHMENT D

REPUBLIC OF PALAU
VOCATIONAL TEACHER TRAINING PROJECT
SUMMER 1989

PARTICIPANT ACTIVITIES

1.	Interview with Ms. Jacqueline Hayashida, Secretary, Office of the State Director for Vocational Education	UH at Manoa	June 14, 1989
2.	Letter writing session with project coordinators	Western Curriculum Coordination Center (WCCC)	June 15, 1989
3.	Facsimile machine learning session with project staff	WCCC	June 15, 1989
4.	Tour of Kapiolani Community College; meeting with Jon Nakasone, Computer Lab Manager; interview with Florence Chun, Secretary to the Provost	KCC	June 14, 1989
5.	Field trip to Fisher Hawaii; met with Craig Suyama, Asst. Store Manager	Fisher Hawaii	June 16, 1989
6.	Field trip to the Better Home Show	NBC Exhibition Arena	June 18, 1989
7.	Interview with Arlen Arakaki, Secretary, College of Education, University of Hawaii	WCCC	June 19, 1989
8.	Meeting with Paul Hisada, Project Coordinator, Pacific Basin-Bilingual Education Personnel Development Project	WCCC	June 20, 1989
9.	Tour of the S.U.C.C.E.S.S. workplace literacy project; meeting with Anita Li, Project Coordinator	Sheraton-Waikiki	June 20, 1989

PARTICIPANT ACTIVITIES (continued)

10.	Tour of East-West Center; meeting with Dr. Geoffrey White, Research Associate, Institute of Culture and Communication, East-West Center	UH at Manoa	June 21, 1989
11.	Work session with Maureen Tito, Trainer, S.U.C.C.E.S.S.	Sheraton-Waikiki	June 23, 1989
12.	Resume writing workshop with Pat Nishimoto, Acting Director, Career Placement Services	UH at Manoa	June 27, 1989
13.	Meeting with Kenrock Higa, Director of Fire Science Technology, Honolulu Community College, to discuss Republic of Palau workplace literacy proposal	WCCC	June 28, 1989
14.	Work session with Maureen Tito, Trainer, S.U.C.C.E.S.S.	Sheraton-Waikiki	June 29, 1989
15.	Tour of Hawaii State Capitol; meeting with Robin Oka, Secretary to the Lieutenant Governor	State Capitol Building	June 30, 1989
16.	Field trip to Computerland; met with Hersh Mandelman, Major Account Manager	Computerland, Honolulu, HI	July 1, 1989
17.	Follow up trip to Computerland	Computerland, Honolulu, HI	July 5, 1989
18.	Tour of Congressional Offices of Senator Daniel Inouye, Senator Spark Matsunaga, Representative Patricia Saiki; meeting with Jinny Okubo, Office Manager, Office of Sen. Daniel Inouye	Prince Kuhio Federal Bldg.	July 13, 1989
19.	Farewell Luncheon	New Golden Duck Restaurant	July 21, 1989

ATTACHMENT E

REPUBLIC OF PALAU
VOCATIONAL TEACHER TRAINING PROJECT
SUMMER 1989

LIST OF ITEMS CONTAINED IN PARTICIPANT MANUALS

1. Daily journal reports of the day's activities.
2. List of places visited with addresses, information on where it is, what it is, and who was met there. Brochures were to be kept in a separate place so as not to clutter up the manual.
3. List of people interviewed or met with, including information on where they can be contacted, what their capacities are, etc.
4. List of sample forms and letters collected. The actual forms and letters were to be kept in a separate place or after the list.
5. Office supply catalogs or their addresses so that catalogs or materials can be ordered at a later time.
6. List of the machines (with model numbers) and software worked with. Certificates of Completion from Kapiolani Community College were to be kept separately.
7. List of resource materials from the WCCC library that were found to be useful and desirable with a list of the addresses of the publishing companies or where the material can be ordered.